



MYBUILDINGPERMIT.COM EPLAN CLEARING & GRADING PERMIT APPLICATION CHECKLIST

The following is a list of items needed by the City of Kirkland for review of a Land Surface Modification (LSM) Permit application associated with an approved Subdivision, Zoning Permit, or existing or proposed structure:

- ☐ **A completed Environmental Checklist** (consult with the Planning Department to see if it is required).
- ☐ **One copy of the subdivision indicating lot numbers, dimensions and access easements.**
- ☐ **The appropriate completed [Tree Retention Plan](#).** See KZC 95.30 or call the Planning Department (425-587-3225) for details on which plan is required for your project.
- ☐ **If located in an RH zone in the Rose Hill Business District, and exterior lighting is proposed on buildings, or in parking or storage areas, show compliance with the [RHBD Exterior Lighting Requirements](#).**
- ☐ **[Rodent Abatement Declaration](#)**
- ☐ **Complete set of plans, produced by a licensed Civil Engineer showing all existing and proposed street and utility improvements , including the following:**
 - ☐ (1) **The Site Plan including tree retention information**
 - ☐ (2) **A boundary and topographic survey of the subject property**, as approved by the City, certified by a registered land surveyor licensed in the State of Washington, showing the layout drawn to scale (indicate scale used) of the dimensions of the lot(s) and the north arrow. The survey must be related to a known elevation (King County NAVD 88) datum point in the public right-of way (note datum point on plans).
 - ☐ (3) **Street name(s), location, and dimensions of existing improvements** and specific proposed improvements in right-of-ways and easements serving the development, including:
 - ☐ a. All access easements, including their length, width, grade, pavement width, and any turnarounds that have been required.
 - ☐ (4) **Clearly indicate on the plans the proposed limit of grading line** with details for construction and/or tree fencing.
 - ☐ (5) **Existing watercourses, streams, or wetland areas.**
 - ☐ (6) All existing and proposed fire hydrant assemblies, with distance (by way of vehicular traffic) to subject parcel(s) of property.
 - ☐ (7) **Drainage Plan:**
 - Temporary and permanent erosion control
 - Subsurface drainage plan (if applicable)
- ☐ **A copy of the soils report prepared by a professional engineer if:**
 - ☐ Development is identified on Environmentally Sensitive Areas Map in a landslide hazard, seismic hazard or flood plain.
 - ☐ Grading in excess of 5,000 c.y.

- ☐ Other developments where the building official determines that special conditions or unusual hazards exist.
- ☐ **In addition to the information listed above, if you are proposing to develop a commercial or multi-family site,** the following items will be required for submittal of a Land Surface Modification permit:
 - ☐ **Road Concurrency** (if not already obtained)
 - ☐ **Site Plan showing general Development Layout** (Road Network, building locations, etc.) including the following:
 - Lot and Buildings:**
 - ✓ Proposed use/number of units
 - ✓ Lot size/Property dimensions
 - ✓ Density calculation
 - ✓ Required setbacks and existing easements
 - ✓ Dimensions of existing and proposed structures
 - ✓ Existing significant trees
 - ✓ Recreational open space location/dimensions (for 4 or more multi-family units)
 - ✓ Horizontal façade requirements
 - ✓ Pedestrian, bicycle, and transit facilities (Chapter 105)
 - ✓ Lot Coverage calculations (based on full development build-out)
 - ✓ Sidewalks, drop-off areas, and accessible routes
 - Parking:**
 - ✓ Required parking, including multi-family guest parking and accessible stalls
 - ✓ Parking layout/plan drawn to scale
 - Landscape Plan**
 - ✓ Significant Trees to be retained per Tree Plan
 - ✓ Identify required buffers
 - ✓ Including supplemental planting calculations (KZC 95.40)
 - ✓ Showing plant location, species, and size

Prior to issuance of the grading permit:

- ☐ a. Rodent abatement must be started at least 2 weeks prior to any clearing, demolition, or land surface modification, and depending on bait acceptance, may need to continue through the project work. You must submit a letter from the Rodent Abatement Company stating when the abatement was started and what level of bait is being accepted.
- ☐ b. The developer or contractor must schedule a pre-construction meeting with the Public Works Department prior to any on-site work. Please call 425-587-3800 to schedule the meeting.
- ☐ c. Notify the Planning Department to arrange for an inspection of wetland or stream buffer fencing, and Tree fencing.
- ☐ d. A performance bond for on-site erosion control and right-of-way repair must be submitted to the Public Works Department.